MODERATOR'S WORKSHEET FOR THE 2014 GENERAL ELECTION
Reconciling Votes, Voters, and Ballots Cast

2014 GENERAL ELECTION

Moderators are required to submit this worksheet to their town or ward clerks within 48 hours of the closing of the polls (RSA 659:73). It is the moderator's job to ensure that votes are accurately counted (RSA 659:60).

Town or City: _____ Ward: _____ County:_____

Moderator: _____Clerk: _____

PART I.

The first part of the reconciliation process consists of **four separate tallies**: (A) Ballots Cast (Inventory), (B) Voter Participation Tallied at Check-In, (C) Voter Participation Tallied at Check-Out/Ballots Cast Tape, and (D) Hand Count of Ballots Cast. Ideally, these **four counts should result in the same number** of ballots cast and voters participating (In the end, **TOTAL A = TOTAL B = TOTAL C = TOTAL D = TOTAL Count of Votes in Contests (from Part II)**). While we recognize that errors may occur which could result in small differences in the four Part I totals, Moderators are urged to **carefully consider** these tally numbers **before finalizing results** on election night.

A. **BALLOT** INVENTORY

(1) Official Election Day Ballots Received from Secretary of State, excluding ACCUVOTE device test ballots
(*You may enter this same number on the "**Moderator's Certificate**"*)   (1) _____

(2) SUBTRACT Spoiled (cancelled) Official Election Day Ballots
(*You may enter this same number on the "**Label for Resealing Ballots**"*)   - (2) _____

(3) SUBTRACT Uncast (not used) Official Election Day Ballots
(*You may enter this same number on the "**Label for Resealing Ballots**"*)   - (3) _____

(4) ADD Ballots cast using AVS (Accessible Voting System)   + (4) _____

(5) ADD Photocopy or absentee ballots **CAST** as Official Election Day Ballots + (5) _____
(*These are the substitute ballots used when the polling place runs out of Election Day Ballots.*)

(6)Total Number of Ballots Cast by ELECTION DAY voters (*Calculate 1 through 5*) =   [   ]

(7) State Absentee Ballots Cast   (7) _____

(8) ADD Federal Office Only Absentee Ballots Cast   + (8) _____

(9) ADD other full (UOCAVA) Absentee Ballots Cast   + (9) _____

(10) Total Number of Ballots Cast by ABSENTEE voters   *(ADD 7, 8 and 9)* =   [   ]

(11) Grand Total Number of Ballots Cast (Using Inventory)(*ADD boxes 6 + 10*) = **TOTAL A** [   ]
(You may enter this same number on the "**Label for Resealing Ballots**")

*You may transfer numbers from the "**Ballots Cast**" form*

_____

B. **VOTER** PARTICIPATION TALLIED AT CHECK-IN

Number of voters **marked as having voted** on the **CHECK-IN** checklist
(*ALL Election Day voters and ALL Absentee voters*) =   **TOTAL B**   [   ]

C. **VOTER** PARTICIPATION TALLIED AT CHECK-OUT

HAND COUNT CITIES OR TOWNS	MACHINE COUNT CITIES OR TOWNS

<div align="center">**OR**</div>

Number of **voters** *marked as* *having voted* on the **CHECK-OUT** checklist *(ALL Election Day and* *ALL Absentee voters)* **TOTAL C =** [ ]	Total **Ballots** Cast from the ACCUVOTE election results tape _____ ADD Number of ballots that were NOT counted by the ACCUVOTE *(see Note below)* + _____ **TOTAL C =** [ ] *(Note: These ADDED ballots are ONLY those Ballots* *that were counted by hand and did NOT pass though the ACCUVOTE counting* *device. Do NOT include ballots simply because they had write-in votes.)*

<div align="center">**D. HAND COUNT OF <u>BALLOTS</u> CAST**</div>

You may hand count the total number of **ballots cast.**   **TOTAL D**   [   ]

PART II. VOTES IN CONTESTS IN THE GENERAL ELECTION

Compare the ballots cast (**TOTALS A, B, C**, and **D)** from PART I of this form with the total **<u>votes</u>** cast from the "**Votes in Contests, Examination of Individual Races**". If there are any significant discrepancies, please ask your election team to carefully review their tallies.

It is important to **resolve discrepancies on election night before announcing results** and avoid errors which, for example, may indicate more votes tallied in a particular contest than total ballots cast.

TALLY CATEGORY	TOTAL Votes, Voters, or Ballots Cast
TOTAL A – <u>Ballots</u> Cast (Using Inventory) *(from Grand Total on reverse side)*	
TOTAL B -- <u>Voters</u> at Check-in *(from reverse side of this form)*	
TOTAL C -- <u>Voters</u> at Check-out/Ballots Cast Tape *(this side of this form)*	
TOTAL D – Hand Count of <u>Ballots</u> *(this side of this form)*	
TOTAL COUNT OF <u>VOTES</u> in INDIVIDUAL CONTESTS *(transfer number from "**Votes in Contests - Examination of Individual Races**" that reflects the consensus "office total" for the individual contests.*	

These **five** numbers above **should all be equivalent.** Significant differences may indicate a tallying error.

Attest: _____   Date: _____
       Signature of Moderator